



## Administrative Policies and Procedures: 3.16

<b>Subject:</b>	Reimbursements for Employee Expenses
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	ACA: 3-JTS-1C-20; DCS Practice Standard: 8-306
<b>Application:</b>	To All Department of Children's Services Employees

### Policy Statement:

The Department of Children's Services employees shall use the travel reimbursement procedures set forth by the Department of Finance and Administration in the ***State of Tennessee Comprehensive Travel Regulations***.

### Purpose:

To establish procedures to ensure employees are reimbursed appropriately for travel expenses in compliance with ***State of Tennessee Comprehensive Travel Regulations***.

### Procedures:

#### A. Allowable reimbursements

1. Travel expenses  
Employees may request reimbursement for travel expenses as allowed by the ***State of Tennessee Comprehensive Travel Regulations***.
2. Cost of telephone calls while on travel status  
Authorized employees may be reimbursed for any additional cost incurred in using their personal cellular phones on official business. An itemized statement indicating the information below is required for reimbursement:
  - a) Date;
  - b) Name;
  - c) Location;
  - d) Cost of each call; and
  - e) A billing statement indicating that additional cost was incurred above the standard monthly charge.
3. Exceptions  
Transportation officers and employees buying lunches for children/youth when transporting children/youth will be reimbursed for lunches purchased. A receipt for the lunch purchased must be obtained and attached to the reimbursement claim.

<p><b>B. Process for requesting reimbursement</b></p>	<ol style="list-style-type: none"> <li>1. To receive reimbursement for travel expenses, employees may complete form <b>FA-0080, State of Tennessee Claim for Travel Expenses</b> or complete the automated travel claim web application <b>Travel Reimbursement Information Processing System (TRIPS)</b> at: <a href="http://www.tennessee.gov/finance/act/trips/trips.html">http://www.tennessee.gov/finance/act/trips/trips.html</a> and submit to their supervisor for approval.</li> <li>2. Form <b>FA-0080</b> must be completed in ink and signed with an original signature. Claims completed using the automated travel claim program only need the <u>approval</u> signatures signed in ink.</li> <li>3. After the employee and supervisor sign the travel claim, travel claims must be submitted in the following manner: <ol style="list-style-type: none"> <li>a) Central office employees will submit their travel claims directly to the Central Office Finance and Program Support payable section.</li> <li>b) DCS group homes will submit their claims directly to the Director of DCS Group Homes. The Director of DCS Group Homes will review, approve and submit the travel claim to the Central Office Finance and Program Support Division payable section.</li> <li>c) Youth Development Centers will submit their claims to their respective business offices for processing.</li> <li>d) Travel claims for Regional Offices will be sent to the regional account clerk for review before sending them to the Central Office Finance and Program Support Division for processing. After reviewing and auditing the claim for correct information, the account clerk will submit the travel claim to the Central Office Finance and Program Support Division payable section for processing.</li> </ol> </li> <li>4. Reimbursement Expense Claim Form <ol style="list-style-type: none"> <li>a) Form <b>FA-0081, Reimbursable Expense Statement</b>, may be used to request reimbursement for expenses incurred when overnight travel was not involved.</li> <li>b) Form <b>FA-0081</b> may be used for reimbursement for a child's lunch, refreshments purchased for meetings, and work related long distance calls.</li> </ol> </li> <li>5. Deadlines <ol style="list-style-type: none"> <li>a) Employees must submit the request for reimbursement for travel to Central Office Finance and Program Support Division as soon as possible after travel is completed but not later than thirty (30) days.</li> <li>b) Regional staff may submit travel claims on a predetermined schedule as provided by Central Office Finance and Program Support Division. Travel claims submitted must not be for more than a 30-day period.</li> </ol> </li> </ol>
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**C. Travel Authority**

1. To receive temporary advances to pay for registration fees for in- or out-of-state travel and to obtain approval to travel out of state, employees must complete form **FA-0633, Request for Out-of-State Travel Authority and Out-Service Training**.
2. Procedures
  - a) Employees must prepare form **FA-0633, Request for Out-Of-State Travel Authority and Out-Service Training**.
  - b) Employees must submit:
    - ◆ The entire out-of-state travel authority and out-service training form (all four (4) copies),
    - ◆ A brochure from the conference/seminar to be attended, and
    - ◆ Any applicable justification letter, through local approver, to their appropriate Executive Director within the employee's division, at least thirty (30) days in advance of the intended travel.
  - c) The Executive Director must forward all requests to the Central Office Finance and Program Support Division to be logged and to attach a routing slip.
  - d) The Central Office Finance and Program Support Division staff will route the travel request and supporting documentation with the routing slip to the budget section for budget approval.
  - e) Budget will submit the travel request to the training section for approval for training.
  - f) The training division will submit the travel request to the Executive Director of Finance and Program Support Division to sign for the agency head.
  - g) The Executive Director of Finance and Program Support Division will route the approved travel request with the routing slip and supporting documentation to the Central Office Finance and Program Support Division, accounts payable section for processing.
  - h) The Finance and Program Support Division payable section will route the approved travel request with the supporting documentation to the Department of Finance and Administration budget section and/or to the Department of Human Resources, whichever is applicable.
  - i) When approval is received from the Department of Finance and Administration Budget or Department of Human Resources by the accounts payable section, a voucher register will be prepared and sent to Department of Finance and Administration Budget for processing.
3. Travel advances are available only under extraordinary circumstances, however, a temporary travel advance may be issued to:
  - a) New employees who have made application for but have not received a credit card for travel expenses.
  - b) Employees who travel only once or twice a year, or under conditions deemed necessary by the Commissioner of Finance and Administration.

<p><b>D. Credit cards for travel expenses</b></p>	<ol style="list-style-type: none"> <li>1. Credit cards are issued only in accordance with procedures set forth in the <b><i>State of Tennessee Comprehensive Travel Regulations</i></b>.</li> <li>2. Each Youth Development Center/DCS Group Home/Regional Office/Central Office Division must submit a letter to the Director of Finance and Program Support Division to request a credit card for employees who qualify.</li> <li>3. The letter must contain the information listed below in order to apply for a credit card:               <ol style="list-style-type: none"> <li>a) Employee name</li> <li>b) Social Security Number</li> <li>c) Allotment Code</li> <li>d) Home Address</li> <li>e) Home Phone</li> <li>f) Work Phone</li> <li>g) Date of Birth</li> </ol> </li> <li>4. The Central Office Director of Finance and Program Support Division or designee must forward the information to the Department of Finance and Administration with a letter requesting that a credit card for travel expenses be issued.</li> <li>5. For any employee that receives a credit card to use for travel expenses and subsequently leaves employment with Department of Children's Services, the supervisor of the employee must obtain the card, cut it in half and forward to the Central Office Director of Finance and Program Support Division for cancellation.</li> </ol>
<p><b>E. Use of personal vehicles</b></p>	<ol style="list-style-type: none"> <li>1. Authorization for use               <ol style="list-style-type: none"> <li>a) Employees may be required to use their personal vehicle in the performance of their duties as deemed necessary and upon approval by Director/Supervisor/designee. (Refer to DCS policy <a href="#"><u>31.15 Transportation of Children-Youth by Regional and Field Services Employees.</u></a>)</li> <li>b) The appropriate Director/Supervisor/designee authorization is required for the use of personally owned vehicles.</li> </ol> </li> <li>2. Reimbursement regulations               <p>Any employee who uses a personal vehicle to conduct official business may claim reimbursement in accordance with the <b><i>State of Tennessee Comprehensive Travel Regulations</i></b>.</p> </li> <li>3. Insurance of personal vehicles               <p>All State of Tennessee employees are responsible for his/her insurance coverage when using personal vehicles for official state business.</p> </li> </ol>

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<b>Forms:</b>	<a href="#"><u><i>FA-0080, State Of Tennessee Claim for Travel Expenses</i></u></a> <a href="#"><u><i>FA-0081, Reimbursable Expense Statement</i></u></a> <i>FA-0633, Request for Out-of-State Travel Authority and Out-Service Training</i> (This form is not on the DCS forms web page)
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<b>Collateral documents:</b>	<a href="#"><u><i>State of Tennessee Comprehensive Travel Regulations</i></u></a> <a href="#"><u><i>Travel Reimbursement Information Processing System (TRIPS)</i></u></a>
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